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ABSTRACT

This paper outlines the basic information teachers need to know to use the World Wide Web for research and communication, using Netscape 3.04. Topics covered include the following: what is the World Wide Web?; what is a browser?; accessing the Web; moving around a web document; the Uniform Resource Locator (URL); Bookmarks; saving and printing a web page; Netscape's options preferences menu; searching the Web; and interesting places (websites of interest to vocational educators). Two appendixes contain the following: "Infoseek: How Do I Search? 'Ruby Slippers'" and Guidelines for Completing Abstracts. (KC)

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ED 424 360

The Center for Vocational Education
Professional Personnel Development

INTERNET TRAINING: THE BASICS

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USE OF THE INTERNET TO ASSIST MEETING THE TECHNICAL SKILL AND KNOWLEDGE UPDATING NEEDS OF VOCATIONAL TEACHERS

BACKGROUND

The foundation of vocational education has always been associated with the workplace. By statute, the trade and industrial vocational teacher in Pennsylvania cannot begin teaching in the classroom without having certified occupational work experience. Further, this occupational experience must be certified to exceed minimal levels of acceptability through satisfactory review of professional licence or an occupation competency assessment.

Ironically, the potential to loose touch with technological advancements and new procedures in the trade area or the workplace often begins once vocational teachers embark on their new career upon entering the classroom. Unfortunately, this condition has the potential to increase in magnitude as the time away from the workplace increases.

The challenge to keep abreast of advances in technology or new procedures is common. It affects those outside of education as well as vocational teachers. Mandatory updating is often achieved through course work, seminars or license renewal requirements. These requirements to update skills combat the risk of becoming less than current in one's occupation in areas such as certified public accounting, licensed professional engineering, board certified physicians, and teaching certifications.

It should be noted that even though continued course work and/or professional updating is necessary to maintain validity on teaching certificates, the focus of this updating does not require any technical skill specialization for the vocational teacher. In fact, the focus of Pennsylvania's professional development regulations for teachers is in the area of pedagogy, not subject matter.

Although technical skill updating is offered through seminars provided through Pennsylvania's Vocational Professional Personnel Development Centers, the wide range of occupational subject areas restricts the possibility of meeting the technical skill updating needs of many. Further compounding the challenge of meeting this important need is the rate of technological advancement. Technology is advancing exponentially and is likely to continue at this pace. Parallel to the rapid developments of technology itself are the corresponding needs of the workplace and the skill requirements of entry level workers. All of these conditions heighten the need for vocational teachers to remain as technologically current as possible in order to meet the needs of their students and the needs of business and industry.

The challenge is to invent new ways to approach technical skill updating for the vocational teacher.

NETSCAPE 3.04
THE BASICS

What is the World Wide Web?

Before understanding Netscape, it might be a good idea to know something about the **World Wide Web**, also known as the **Web** or **WWW**. The World Wide Web is a network of documents of different types on the Internet that are connected through hypertext links that are embedded in those documents.

Hypertext is a word or phrase within a text document that provides a link to other text documents. You can click a mouse on a hypertext link (also know as hot link) and it will take you to the text designated in the link. Hypertext and link concepts will be later described.

What is a Browser?

In order to view documents on the Web, you need a ***browser***. A browser is a software application which enables the user to look at, interact with, and browse files on the World Wide Web. This is similar to browsing books on the shelves of a library. With a browser, you can skim material on the Web quickly or you can stop and delve into topics as deeply as you wish.

Some of the more commonly used browsers are Netscape and Internet Explorer. Netscape is free to academic institutions and functions on Windows 95, Windows 3.1, and Macintosh machines. Internet Explorer comes bundled with Windows 95.

What do you need to access the Web?

- **Computer with Browser and Network Software:**

  PC

  Browser software: Netscape or Internet Explorer.
  OS: Windows 95 with Dial-up Networking software.
  RAM: At least 16 MB Ram for Windows 95.

  Macintosh

  Browser software: Netscape or Internet Explorer
  OS: System 7.1 or higher with MacTCP or TCP software
  RAM: At least 8MB Ram

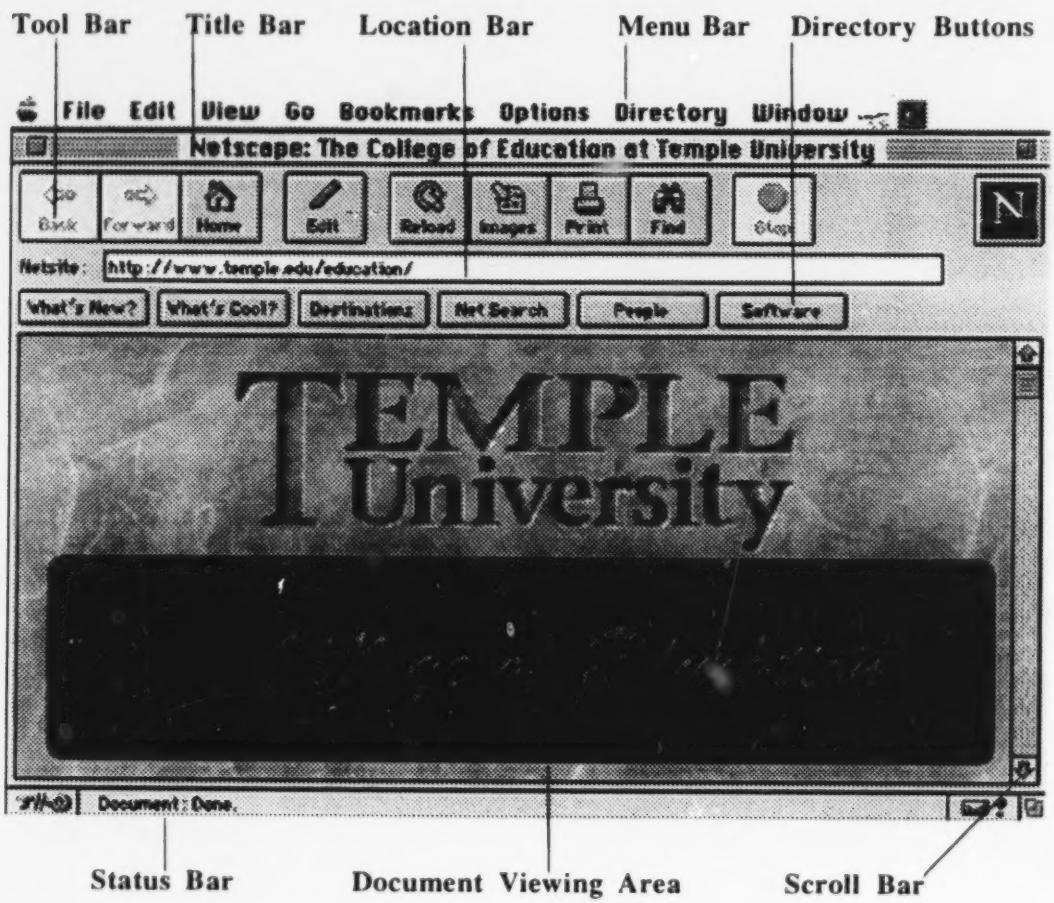
- **Service Provider:** A connection to the Internet such as an ethernet connection, an account with an on-line service provider such as America On-line, CompuServ, or Earthlink.

- **Modem or other hardware:** A 28.8 baud modem or faster if you are using PPP (Point to Point Protocol) or some other dial-in service.

Moving Around a Web Document

A Web site may contain a single page or a number of pages. The main page is a home page and it is a starting place to begin exploration of the site. Home pages contain links to other points of interest.

When you start Netscape you are taken to the Netscape home page by default. The default home page, like the one reflected below, has been changed to the College of Education at Temple University. Changing the default home page will be learned in a later activity.



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The Netscape Window

The Netscape window for Netscape version 3.04 includes the following toolbars and functions:

Title Bar	Displays the name of the page currently being viewed.
Location Bar	Views the location or URL (Uniform Resource Locator) of the current document.
Menu Bar	The menu bar in Netscape is similar to menu bars in other Windows or Mac applications. It provides drop-down menus enabling the selection of other choices.
Directory Buttons	A row of buttons that will connect you to other useful Web pages after selected.
Status Bar	Indicates the status of the current selection. When a document is being transferred to our machine, numbers indicating the progress of the transfer will be viewed. After the document transfers, a message stating ***Document: Done*** will appear. If a particular link is highlighted with the mouse, the address of the selected site will be viewed here. The key at the left end of the status bar indicates whether the document is secure. The fractured key indicates an insecure document.

Navigation Tools

The Netscape toolbar contains tools that enable you to navigate the Web.

Back	Jump back to the previous selection.
Forward	Jump forward to the next page or document.
Home	Return to the default startup page.
Edit	Activates web page editing features.
Load	Load a URL (this button is not included on Netscape 3.04 for the Macintosh).
Reload	Refresh the currently loaded document.
Images	Load images.
Print	Print the current document.
Find	Locate specified text in the current document
Stop	Cancel the process of loading an incoming document.

Please note that the menu structure for **Netscape 3.04** for the **Macintosh** and the **Personal Computer running Windows 95** may have some subtle differences. For example, the **load** button on the Navigation toolbar is not included with Netscape 3.04 for the Macintosh. The Window/Bookmark/Item menu is also structured differently. Although some of the features may be different, Netscape is intitutive and these differences should not present problems to the user.

Maximizing the Viewing Area

Most Web pages are too large to fit into the Netscape window at once. To maximize the view, you can remove the Toolbar which holds the directory buttons.

Activity:	**Explanation:**
1. Click on the ***Options*** menu	Displays the Options submenus
2. Click on ***Show Toolbar***	Deselects the Toolbar option from the menu and removes the toolbar from the screen.
Challenge:	Redisplay the Toolbar

Hot Links

Documents on the Web are simply text pages which contain code to control the page format. The code is called hypertext markup language, also known as **HTML.** As a result, documents on the Web are called **hypertext pages**. A hypertext page has the ability to include images, sound, video, and links to navigate to other pages. Links, sometimes called hot links, can be identified on a page since they are underlined and highlighted in an outstanding color, typically blue. When the mouse arrow touches a hot link, the pointer turns to the shape of a pointing finger. Images can also act as links to connect the user to another page.

How to Navigate

We will follow some hot links on the Netscape home page to familiarize ourselves with the toolbar.

Activity:	**Explanation:**
1. Click on the **N Icon** (Netscape) located in the upper right window.	Loads the Netscape Home Page.
2. Click on the **Netscape Download** Link.	Displays instructions and sites for software.
3. Click on the ***Back*** button.	Returns to the Netscape Home Page.
4. Click on the ***Forward*** button.	Returns to instructions and sites for software.
Challenge:	Take a few moments to explore some other links on the Netscape Home Page. Use the toolbar to go forward and backward.

The History List

When you follow "hot links", it is very easy to wander off and get lost. If want to return to a screen of interest, but do not quite remember how you got there, Netscape keeps track of all of the sites you have visited in a **History list**. You can get to the History list in one of two places:

- The **Go menu** lists the last 15 Web pages that you loaded in Netscape or
- Select **Window, History** from the Netscape main menu to list all of the Web pages visited during the current session You can scroll up and down the list and double click on a Web page title to open it in Netscape.

The Go Menu

Activity:	Explanation:
1. Click on the ***Go*** menu.	Displays the Go menu options.
2. All of the pages we have visited are listed in the bottom half of the ***Go*** menu.	
3. Click on any visited site.	Loads and displays the previously visited site.

The Window, History Menu

Activity:	Explanation:
1. Click on the ***Window*** menu.	Displays the **Window** menu options.
2. Click on History	Opens another window containing previously visited sites.
3. Click on any site we have visited.	Loads and displays the previously visited site.

Challenge: What are the differences between the **Go** menu and the **Window, History** menu?

The Uniform Resource Locator

The Web can easily be navigated by hopping from one site to another through the selection of hot links. Often, you will wish to go directly to a particular web page. The **Uniform Resource Locator (URL)** is the addressing scheme used by the Web. The **URL** pinpoints the locations of documents and other information on the Web so that Netscape as well as other browsers can find it. Typing in the document **URL** takes you directly to the Web page of your choice without skipping through a multitude of hot links. For example, the URL for the Netscape home page looks like this:

http://www.netscape.com

http://	stands for **Hypertext Transfer Protocol** and indicates the type of resource.
www.netscape.com	indicates the name of the machine containing the file, document or information being transferred.

Using the Toolbar to open a URL

Activity:	**Explanation:**
1. Click on the ***Open*** tool in the Toolbar (some versions of Netscape do not have this option).	Displays the Open Location dialog box
2. Type ***www.netscape.com*** and press [Enter].	Displays the Netscape Home Page

Using the menu to open a URL

Activity:	**Explanation:**
1. Click on the ***File*** menu and select ***Open Location***	Displays the Open dialog box.
2. Type ***www.netscape.com*** and press [Enter].	Displays the Netscape Home Page

Typing the URL in the Location Bar

Activity:	**Explanation:**
1. Click in the ***Location*** area	Highlights the URL in the area.
2. Type ***http://pegasus.cc.ucf.edu/~sorg/vocation.html*** and press [Enter].	Displays the Vocational Education Resources at UCF

Transfer Problems

At times, you may have difficulty accessing a document. This might occur because the machine that holds the document is not available or overworked. If this happens, Netscape will display a message telling you to try again later.

Bookmarks

Web addresses can be extremely lengthy and it would be tedious if you had to remember and manually enter every page's address each time you wanted to read it. Bookmarks remove the task of having to write down each page's or document's URL address Bookmarks basically allow Netscape to remember whatever places on the Web you tell it to remember. Having taken note of the Internet address of a site, Netscape lists it in a pull-down menu that you access from the menu bar. When you select an item on the list, Netscape enters the item's URL that it has saved in your Bookmark file and tries to connect to the site.

Setting a Bookmark

Challenge: Go to the following home page:
http://www.ed.gov
Look at some of the topics covered.

Activity:	**Explanation:**
1. Click on ***Add Bookmark*** in the Bookmarks menu	Adds a bookmark for the U. S. Department of Education site.
2. Click on the ***Bookmarks*** menu to see the U. S. Department of Education bookmark	Displays the Bookmarks list. The U. S. Department of Education is viewed and loaded into Netscape.

Bookmarks can also be added from the History menu which has captured your current session.

Activity:	Explanation:
1. From the **Window** menu bar, select ***History***	Lists history files captured from your current session.

Challenge: Add a site to your bookmarks through the **Window/History** Menu.

Organizing Bookmarks

The Bookmark list can be quite lengthy and extensive. There are several ways you can organize your Bookmarks so that they can be accessed more easily. One way to organize them is to arrange them alphabetically. Another method of organization is to place them into topic oriented folders.

Activity:	Explanation:
1. From the **Window** menu bar, click on ***Bookmarks***.	Displays the Bookmarks window.
2. Click on the ***U. S. Department of Education*** Bookmark, hold the mouse button down and drag the bookmark to the appropriate place in the list alphabetically.	Allows you to reposition the bookmark.
3. Release the mouse button.	Places the bookmark in the proper place alphabetically.

Challenge: Alphabetize the remaining bookmarks.

Creating Folders for Bookmarks

As you add bookmarks to the list, the screen will fill. To better organize and save space, you can group bookmarks in folders which will appear in the Bookmark list as submenus.

Activity:	Explanation:
1. From the **Window** menu bar, click on ***Bookmarks*** .	Displays the Bookmark list.
2. Select ***Insert Folder*** from the **Item** menu.	Displays the New Folder dialog box.
3. Click in the **Name** text box and type Government	Enters the folder name.
4. Click in the **Description** text box display and type ***This folder contains government related links*** and click **OK**	Enters the folder description and the folder in the Bookmarks list.

5. Click on the ***U.S. Dept. of Ed.*** bookmark and drag it to the Government folder.	Places the U. S. Dept. of Ed. link in appropriate folder.
6. Close the **Bookmarks** window	Returns to the Web page.
7. From the menu bar, select Bookmarks. Drag to the ***Government*** Bookmark.	The link appears with a right triangle next to it indicating that it is a folder. Selecting the folder displays its contents.

Challenge: Create a "Vocational Education" folder. When you have finished, drag any links pertaining to Voc. Ed into the folder.

Renaming Bookmarks

The name of a bookmark can be changed to whatever you like.

Activity:	Explanation:
1. From the Window menu bar, Click on ***Bookmarks***.	Opens the Bookmarks window.
2. Double click on the **Government** folder.	Displays the contents of the Government folder.
3. Click on the U. S. Dept. of Ed. Bookmark	Selects the Bookmark to be renamed.
4. Click on ***Edit*** Bookmark or ***Properties*** in the Item menu.	Displays the Bookmark edit dialog
5. Click in the **Name**: area, type **U.S.** Information and click **OK**.	Returns to the Bookmarks list. Note the name change.

Challenge: Using the instructions listed above, select bookmarks. Change the names.

Saving and Printing A Web Page

Before learning to save an image, it must be made clear that images and text that appear on web pages are the property of the owner of the page. Copying images violates copyright laws and can only be done after obtaining the approval of the owner of the page. Fortunately, there are numerous of public domain sites from which graphic images can be obtained.

Saving a Web Document

Web documents can be saved and incorporated into a word processor such as Word or WordPerfect. The page must be saved as plain text in order to eliminate HTML codes. Netscape has a built in feature that allows you to save Web documents as plain text. It also creates a name for you that is extracted from the title of the Web document.

Activity:	Explanation:
1. Select a page with text.	
2. Click on ***Save As*** from the File Menu.	Displays the Save As dialog box.
2. From the **Format Box**, select ***text*** from the drop menu	Selects the text option.
3. Click on the arrow in the ***Save in:*** area and select Desktop	Selects the desktop as the place to save the Page.
4. Click ***OK***.	

Saving Images

Images must be saved in a different format than text. To save an image, simply click the right mouse button on the graphic and choose the correct save option.

Activity:	Explanation:
1. Click in the **Location:** area and type ***www.nasa.edu***	Displays the NASA home page.
2. Click on and Image.	Displays the image.
3. Right-Click on the image.	Displays a shortcut menu.
4. Click on ***Save image As***	Displays the Save As dialog box.
5. Click on Desktop in the **Save in:** area.	Tells Netscape where to save the image.
6. Select the appropriate drive and directory.	Selects the drive where the image will be placed.

Printing Web Pages

Sometimes, only a hardcopy of information from the Internet will be needed. A document from Netscape may be printed. A Web page along with graphics may be directly output to the printer

Activity:	Explanation:
1. Open a Web page.	
2. From the File menu, select Print ***or***	To print page.
Select the Print button from the Netscape Menu Bar	

Netscape's Options Preferences Menu

Caching

You may have noticed through this lesson that the screens load more quickly after using the Back and Forward buttons to display previously loaded sites. If you decide to go back to a Web page that you have already downloaded, Netscape will look at the version you downloaded five minutes ago, instead of reconnecting to the network and downloading the page again (which probably has not changed in the five minutes). Cache is a memory scheme which temporarily stores downloaded files on your hard disk. The page will be reloaded from memory on your hard disk which is much faster than reloading the page from your network connection. If you feel certain that the page has changed in the last five minutes, simply press the reload button to load the page from the network connection.

The Netscape default cache size is 5MB. You can change this to a higher or lower value, however it is not recommended to reduce the cache size below 1 MB since individual Web pages can exceed 1 MB in size.

Examine Netscape Cache

Activity:	Explanation:
1. From the **Options** menu select ***Network Preferences***.	Displays the Preferences dialog box.
2. If necessary, click on the ***Cache*** tab	Selects the Cache dialog box.
3. Examine the **Cache** dialog box and select **OK** to close the window.	

Changing the Default Home Page

By default, Netscape will load the Netscape home page as soon as a new session is established. The default home page can be changed to any page you desire.

Activity:	Explanation:
1. From the **Options** menu, select ***General Preferences***.	Displays the General Preferences dialog box.
2. Click on the ***Appearance*** tab.	
3. Change the home page location to http://www.temple.edu/education	Change the browser startup to display the Temple College of Education home page.

Searching the Web

Search Engines and Categorized Listings

Netscape provides amazing tools for gathering information on the Web. The **Net Directory** button takes you to the Internet Search page at Netscape Corporation's Web site. It provides a listing of available directories search engines scattered around the Web. The directories provide an **editorial service**, for they provide the best sites around the Web and include them in **categorized listings** in order to find information more readily. Some directories will include **search engines** for searching for specific information through the Internet. Here are some of the more popular search engines:

Alta Vista
Excite
InfoSeek
Lycos
WebCrawler
Yahoo

The Web is Dynamic

Search services in the **Net Search** page gives you access to a database of information related to Internet sites around the world. Some search engines will enable you to not only search Web pages but also UseNet newsgroups, on-line publications, stocks, pictures, and other archives of information. This information stored within search engines may change on a daily basis. Those responsible for maintaining these sites update the categorized listings offered and the general public has the ability to register their web sites with the search engine of their choice. ***The Web, indeed, is a dynamic process***.

Searching the Web Using Lycos

Activity:	Explanation:
1. Click on the **Net Search button.**	Displays the default search engine page.
2. Click on the **Lycos** button	Displays the Lycos search page.
3. Type ***education*** in the Search box.	Enters the term for which we are searching.
4. Click on the ***Go Get It*** button.	Starts the search engine. In a short period, the results will be displayed.
5. Scroll through the list of results noting the title of each page.	
6. Click on the **2** in the **Next page:** area at the bottom of the screen.	Displays the second page of results.

Examining Results

Lycos found a good number of relevant results. Sometimes, web pages listed will not mention the keyword used, although it may have been mentioned in the accompanying description.

Matching all the words

Lycos Pro is a newer version of Lycos that makes it easy for you to create powerful searches on the Web. When you enter more than one word in the search box and select ***All The Words*** in the drop-down menu, Lycos Pro will find documents on the Web containing all of the words specified. If three words are entered, such as Plasma Arc Welding, Lycos Pro will find web pages mentioning all three words, but will skip those naming just two. The results may not necessarily be listed in the order that they were entered.

Using Lycos Advanced Features

Activity:	**Explanation:**
1. Click on the **Back** button several times to return to the Lycos Home page.	Clicking on the Back button returns to the previous page.
2. Click on the **Lycos Graphic** button to activate Lycos Pro.	Connects to the Lycos Home Page.
3. Click on ***Advanced Search***..	Displays the Lycos Pro search box
4. Click in the box and type ***plasma arc welding.***	Enters the search term.
4. Click on the drop-down arrow in the **for:** area of the search box.	Starts the search engine. In a short time, the results will be listed.
5. Click on ***All the words***.	Tells Lycos to match all of the words entered in the Search box when displaying the results.
6. Click on the ***Go Get It*** button.	Displays the first page of results.
7. Click on **Next Page**.	Notice that all of the pages listed contain the words plasma, arc, and welding.

Using Lycos Pro to Match the Exact Phrase

Lycos also lets you match the exact phrase. The exact phrase is useful when searching for proper names. Searching for the phrase "George Bush" can eliminate pages about men named George during the Bush administration. When you select the Exact Phrase option in the drop-down list, all the words must appear in the order you specify.

Match the Exact Phrase

Activity:	Explanation:
1. Click on the **Back** button until you return to the Lycos customized search screen.	Returns to the Lycos customized search screen.
2. Click on the drop-down arrow in the **for:** area and select **The Exact Phrase**.	Selects the option that will display results in the exact order specified
3. Type ***plasma arc welding***.	Displays a list of results in the exact order.

Challenge: Examine several of the web pages found. When you have finished, enter an exact phrase search on a phrase of your choice.

Searching for Sounds and Pictures

Lycos is a search program which also enables you to hunt for image and audio files as easily you search for ordinary web pages. In the next activity we will search for a picture of the welding process.

Activity:	Explanation:
1. Click on the **Back** button until you return to the Custom search screen.	Clicking on the Back button returns to the previous page.
2. Click on the **Advanced Search**. button.	Displays the Lycos Pro search box.
3. Click on the drop-down arrow in the search area.	Displays a list of the various items to which Lycos will search.
4. Click on the ***Pictures*** option.	Tells Lycos that you will be searching for a picture.
5. Type ***welder*** in the Search box.	Enters the name of the picture that will be located by Lycos.

6. Click on the ***Go Get It*** button.	Displays a list of pictures of welders found by Lycos.

Challenge: Examine several of the pictures. When you have finished, search for a picture of interest to you.

Searching the Web using Excite

Excite goes further than most search engines. In addition to searching documents containing the exact words you entered into the query box, it also conducts concept searches by looking for ideas closely related to the word(s) in your query.

Excite lists 10 search results at a time in decreasing order of confidence. The percentage sign to the left of each result is the confidence rating. The closer the rating is to 100% the more confident Excite is that the document will fit your needs.

Excite can be used in two ways. **Topics can be browsed** or **search engine**s can be used.

Browsing Excite's Topics

Activity:	Explanation:
1. Click on the **Net Search button.**	Displays the default search engine page.
2. Click on the **Excite** button	Displays the Excite search page.
3. Click on the ***Education*** topic in the viewing area of the window.	Displays a list of education subtopics.
4. Click on ***K-12***	Displays a list of K-12 subtopics.
4. Click on ***Teacher Resources.***	Displays a list of sites related to resources for teachers.

Searching with Excite

Activity:	Explanation:
1. If necessary, display the Excite Web page.	
2. Type ***vocational education*** in the query box.	Enters the query.
3. Click on the ***Search*** button.	Displays the first ten results.
4. Scroll through the first page of results to see them.	
5. Click on the ***Next Results*** button	Displays the next 10 results.

at the bottom of the screen.

6. Click on the ***Back*** button.	Returns to the previous screen.
7. Click on the ***Back*** button again.	Returns to the main search screen.

Using Metacrawler

Another search engine of great value is Metacrawler. While performing a search, Metacrawler will simultaneously search through six search engines. They are: Alta Vista, Excite, InfoSeek, Lycos, WebCrawler, and Yahoo. The address for Metacrawler is:

http://www.metacrawler.com

Searching with Metacrawler

Activity:	**Explanation:**
1. Click in the **Location: area** and type ***www.metacrawler.com***	Displays the Metacrawler home page.
2. Type ***computer aided drafting instructional materials*** in the input window.	
3. Select ***All***.	To find web pages containing all of the words entered in the input window.
4. Select ***Search***.	To start the search process.
5. What were the results?	

Hint: To use Metacrawler's advanced features, select ***Power Search*** from the left menu.

Interesting Places

College Information

Collegenet	www.collegenet.com	College search
Expan	//cbweb1.collegeboard.org /expan/mkt_coll /html/expn_col.html	Admission information for colleges.

Educational Databases

Eric Database	www.ualr.edu/~coedept/Bkmarks/ERIC.html	
Eric-VocEd	coe.ohio-state.edu/cete/ericacve/	

Government

PA Chamber of Commerce	www.pachamber.org	Information relative to entrepreneurship, human resources, OSHA, etc.
Department of Education	http://www.ed.gov	

Job Search

America's Job Bank	www.ajb.dni.us	On-line employment service.
Careerpath	www.careerpath.com	Collection of jobs from major newspapers and leading employer web sites. Resume building.
Job Hunt	www.job-hunt.org	On-line job search resources and services.
Monster	www.monster.com	On-line job search but state, discipline, and experience (entry level).
CareerMosaic	www.careermosaic.com/	On-line job search. Also focuses on College students.

Search Engines

Front Page's Collection of Search Engines	www.thefrontpage.com/ search/search.html	Contains a unique collection of search engines
Metacrawler	www.metacrawler.com	
Lycos	www.lycos.com	

APPENDIX A

INFOSEEK: HOW DO I SEARCH? "RUBY SLIPPERS"

infoseek sm

STOCKS NEWS MAPS PEOPLE & BUSINESS HOME YELLOW PAGES UPS PACKAGE TRACKING

Tired of Sharing your E-Mail address?
Click here

Contents
How to search
Using channels
How to browse
Introducing ESP
Features
Quick reference
Add URL
Guidelines/Policies
Fast access
Web kit
Advanced search
Feedback

A search for...	Returns pages containing...
ruby slippers	*ruby* and/or *slippers*, preferring pages with the phrase *ruby slippers*
"ruby slippers"	the word *ruby* **next** to the word *slippers*
+ruby slippers	*ruby*, maybe *slippers*
+ruby +slippers	both *ruby* and *slippers* in the document, although not necessarily next to one another
+Dorothy -Hamill	the name *Dorothy*; pages containing *Hamill* are ranked lower
Dorothy Gale	the name *Dorothy Gale* (Remember to capitalize proper nouns)
Dorothy, Toto	the name *Dorothy* and the name *Toto*

Keep in mind...

If you are using a plus (+) or minus (-) search operator, there is a space *before* the operator, but no space *between* the operator and the search term.
Example: +Dorothy +Kansas

Put a plus sign (+) before the *first* term as well.
Example: +ruby +slippers

More Tips
Too Few Results
Too Many Results
Wrong Results
Tutorial for First-Time Users
Add a Page to Our Index Instantly
Collection Descriptions
Quick Reference by Syntax

APPENDIX B

GUIDELINES FOR COMPLETING ABSTRACTS

ABSTRACT

Guidelines for Completing Technical Skill/Knowledge Updating Abstracts

The Internet provides an exciting and powerful source of information that could be used to assist in meeting your technical skill and knowledge updating needs as a vocational teacher. Information may be found in any of the following categories:

General information

Product information

Manufactures of equipment

Manufacturers specifications

Training resources

Training sites

On-line training

Trade and professional organizations

Organizations and/or individuals using new technology

Other vocational teachers

Specialized list serves or web sites

Other

Once identified through a search on the Internet, any of these leads can be pursued, (on the Internet, or by direct personal contact), in order to further your professional development.

Use the attached Abstract of Technical Skill/Knowledge Update form as a guide as well as a means of recording your efforts as you go through the process of searching the Internet and following-up on information identified for your professional development. Attach supplemental information such as lesson plans, information sheets or job sheets and such as needed. Completed abstract forms will be compiled in a resource booklet and, at a later time, serve as a data set for a possible web page on vocational teacher skill/knowledge updating.

Send completed abstracts with any attachments to Dr. Chester P. Wichowski, The Center for Vocational Education, Temple University RH-356, Philadelphia, PA 19122

Do not hesitate to contact me if you have any questions, Dr. Chester P. Wichowski, Temple University Center for Vocational Education, (215) 204-6249 or chet@vm.temple.edu

- ABSTRACT OF TECHNICAL SKILL/KNOWLEDGE UPDATE -

Occupational Area: **Topical Area:**

Objective:

A: URL and description of information found useful to your needs on the Internet:

B: Action plan for professional development:

C: Description of curricular or instructional application:

D: Educational impact on students:

Submitted by: **Date:**

School: **Phone / e-mail:**

Send completed abstracts with any attachments to Dr. Chester P. Wichowski, The Center for Vocational Education, Temple University RH-356, Philadelphia, PA 19122